

## WORD ESSENTIAL SKILLS

Generate a [group quote](#) today OR Register now for the next [public course date](#)



**COURSE LENGTH: 1.0 DAYS**

This course is designed for new users of Microsoft Office Word for Windows who are already familiar with a personal computer, Microsoft Windows and a mouse.

Our aim is to provide you with the necessary skills to produce documents using Microsoft Office Word for Windows (referred to throughout this document as Word). We will introduce many time-saving features using quick keys and short cuts.

Word is a document generating tool, which makes tasks like producing memos, letters and reports easy and efficient. In this course we cover basic features such as:

- Creating, saving (storing) and retrieving documents.
- Changing the appearance of a document by formatting text and paragraphs.
- Copying and moving text to save time.
- Using the proofing tools to ensure accuracy within a document.
- Printing a document.

It is important that you use your new skills as soon as possible on completion of this training course. We encourage you to take your own notes and to review this Course Guide once you are back at your workplace.

This course in conjunction with Word Timesaving Features and Word Long Documents covers the material examined in the MOS Word Core exam.

---

## WORD ESSENTIAL SKILLS COURSE OUTLINE

---

### FOREWORD

Anyone who wants to gain more confidence in using Word. Maybe you've just started using it in your new role or perhaps you've been using it for years but aren't sure if you're doing things the 'right' way. This course will give you the foundational skills and confidence you need to start using Word effectively.

---

### OUTCOMES

This course is designed to introduce you to Word which is an application for creating documents. We will be navigating the Word environment, creating saving and editing documents. We will also be formatting paragraphs and text whilst showing you easy ways to select and navigate using quick keys.

---

### MODULES

**Lesson 1: The Word Window**

**Lesson 2: Creating and Editing Documents**

**Lesson 3: Using Print Preview and Page Setup**

**Lesson 4: Reviewing Ribbon and Handling Files**

**Lesson 5: Moving around your Document**

**Lesson 6: Using Go To**

**Lesson 7: Finding and Replacing Text**

**Lesson 8: Selecting Text**

**Lesson 9: Cutting, Copying, and Pasting**

**Lesson 10: Smart Tags**

**Lesson 11: Formatting Text Characters**

**Lesson 12: Working with the Format Painter**

**Lesson 13: Formatting Paragraphs**

**Lesson 14: Setting, Clearing and Editing Tabs**

**Lesson 15: Checking Spelling, Thesaurus and Dictionary**

**Lesson 16: Using AutoCorrect, AutoFormat as you type**

**Lesson 17: Envelopes and Labels**

**:**

---

## WEB LINKS

---

- [View this course online](#)
- [In-house Training Instant Quote](#)
- [Public Classes - Enrol Now!](#)